

CONFIDENTIAL


OFFICE OF TRAINING

NOTICE
NO. 32-56

19 October 1956

SUBJECT: OTR Classroom Utilization

1. The Chief, Supply & Services Section is responsible for providing, maintaining, and scheduling the use of OTR classroom space in accordance with requirements of School and Staff Chiefs for conduct of courses and other uses.
2. Each School and Staff Chief will submit to the Chief, Supply and Services Section, OTR, a statement of proposed use of classroom space normally used by him as well as a statement of requirements for additional space in other areas. Each statement will cover two calendar months. Statements will be submitted by the 15th of the month preceding the two-month reporting period, with the exception of statements for November and December 1956 which will be submitted by 1 November 1956.
3. The purpose of this reporting system is to centralize in one office all information on projected space utilization in order that interim assignments of unused space may be made promptly and efficiently. Therefore, the SSO/TR must be advised of any changes in projected use or change in requirements so that the record of space available for assignment is current at all times. I am hopeful, also, that the system will lead to a more flexible and efficient use of all OTR classroom space.
4. Printed forms for reporting proposed use of space are available upon request from the Supply & Services Section. Sample forms are attached.


MATTHEW BAIRD
Director of Training

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Distribution:

School, Staff and Branch Chiefs, OTR
Chief Instructors, OTR

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This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.